

## **MEMORANDUM**

**TO:** All Electrical Permit Applicants

**FROM:** Steve Borman, Electrical Plan Review Engineer  
Stuart Sharpe, Electrical Inspections Supervisor

**DATE:** December 10, 2002

**SUBJECT:** REQUIREMENTS FOR FAULT CURRENT DOCUMENTATION

As you may be aware, prior to obtaining approval for connection or energizing the electrical service on a project, a fault current letter from the electrical utility company must be provided to our office. The exception to this requirement is when a service is provided by Dominion Virginia Power to a single-family dwelling and the size of the service does not exceed 200 amps.

In order to expedite the energizing of the electrical service, we are requiring that **prior to** submitting the fault current letter to the Building Inspection Department, a cover sheet be attached to the letter containing the following information:

- (1) the associated electrical permit number,
- (2) the property address as listed on the permit,
- (3) the project number or inquiry number supplied by the utility company, and
- (4) the name and phone number of the contact person at your company should we have any questions.

The fault current letter and the completed cover sheet may be faxed to our office at 804-778-7512 or mailed to:

Department of Building Inspection  
Attention: Fault Letter Processing  
P.O. Box 40  
Chesterfield, VA 23832

If you should have any questions concerning this process change, please contact Stuart Sharpe at 804-748-1066 or Steve Borman at 804-751-4167.